BUSINESS SERVICES

Striving to serve you with excellence!

UAHuntsville — THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Tip of the Day

To usher in the New Year, let's take a refresher on what key information needs to be included when submitting your Requisition.

- Check your contact information. Be sure your appropriate information is populated when you create your Requisition. Check your email address, Name, Phone/Fax Number, etc.

- Make sure your Vendor information is correct. If you have the appropriate Vendor but the address is incorrect, you may make note of the correct address in Document Text. If you cannot find the Vendor, be sure to include complete information about the Vendor in Document Text and supply a W-9 if possible.

- If your Requisition is a RUSH, be sure to include "RUSH" in the Commodity field. If you only type "RUSH" in the Document and/or Item Text, your Requisition will not be recognized as a RUSH in the system and could cause delays in processing.

Another Year…New Opportunities!!!

With 2012 well underway, let's welcome new opportunities to learn more about the Procurement process and how it relates to you and your department! We hope that you will find valuable and timely information in this newsletter that will assist you in understanding the business processes that support the UAHuntsville community.

"Whatever It Takes" … In Procurement Services, we always try to approach requests from the standpoint of what the requestor wants and how we can make it happen. This means that we try to find solutions to needs, rather than simply force every unique request into a one-size-fits-all approach.

We understand clearly the mission of The University and our role within the mission. Our role is to facilitate the acquisition process in a way that places the products and services in the hands of our customers in a timely fashion so they can spend their time conducting research, teaching, and achieving their objectives.

Most transactions fit comfortably within the standard operating procedures, but some do not.

We stand by ready to find unique solutions to those uncommon requests in a manner that addresses our fiduciary responsibilities. Our Procurement Officers spend a significant amount of time assisting requestors in documenting requirements in a way that protects the individual and The University.

We understand the role of the UAHuntsville community and strive to do "whatever it takes" to say "yes" to your requests and find ways to better serve your needs.

Department Spotlight

Welcome to Inventory Control. This department located in the Central Receiving Building serves the needs of departments and The University in tracking and maintaining records of their inventory.

The primary responsibility of Inventory Control is to maintain accurate records and control of UAHuntsville and Government-owned equipment. Inventory Control will furnish each Budget Unit Head a complete history of all capital equipment purchased or acquired for his or her department. The accuracy of these records depends on the cooperation of the departments to inform Inventory Control of equipment changes, transfers, and relocations. When creating records of newly acquired equipment, departments will be contacted, usually through email or via phone, to establish the item's custodian, location, and to assign the correct organization code.

"Capital Equipment/Property (Fixed Asset)" is defined as an item of movable, non-expendable, and tangible property. The designations "property," "equipment," and "fixed asset" are used interchangeably with "capital equipment." Capital equipment has a useful life of more than one year and a cost or value of $5,000 or more. Capital equipment must be tagged with a barcode label. Capital equipment purchases should have one of the following account codes: 8100, 8101, 8103, 8105, 8106, 8107, 8108, 8109, and 8110.

For a list of Account Codes used for Capital Equipment you may use the following link: http://www.uah.edu/admin/Finance/account_code_template_10-11%20for%20web%20capital.pdf

"Non-Capital Equipment/Tracked Property (Fixed Asset)" refers to some non-capital equipment for which The University tracks and maintains fixed asset database records for insurance and accountability purposes. Non-Capital equipment purchases should have one of the following account codes: 7450, 7451, 7452, 7460, or 7461.

For a list of Account Codes used for Non-Capital Equipment, etc. you may use the following link: http://www.uah.edu/admin/Finance/account_code_template_10-11%20for%20web%20oper.pdf

Inventory Control Forms:
The following forms are available at http://www.uah.edu/admin/bussvcs/forms.htm

The *UAH Property Relocation / Transfer Form* should be used to inform Inventory Control of the following:

To record…
- …a change of location for a piece of equipment
- …a change of custodian for a piece of equipment
- …a transfer of equipment to another department
- …equipment moves to off-campus locations

The *Property Disposition Form* should be used:

To report the…
- …loan of Capital equipment to another university or organization
- …cannibalization of capital equipment for usable parts
- …disposal of capital equipment by the user or department

The *Temporary On-Loan / Donated Equipment Form* should be used:

To report receipt of…
- …equipment on loan, valued at $5,000 or above, from an outside organization or corporation
- …donated equipment, $5,000 or above, from an outside organization or corporation
- …equipment acquired without a Purchase Order (to be tagged/tracked after submission of documentation)
- …equipment acquired as a gift (should be coordinated through the University Development office)

> *Note: University policy states that equipment purchases are prohibited through the Procurement Card (P-Card) Program*

For further assistance with Inventory Control, you may call 256-824-6315.

Additional Helpful Information

Recent USPS Changes….

Due to the recent changes made by the United States Postal Service, any outgoing mail that is generated after the normal mail run will need to be dropped off in the Mail Room (CRB) prior to 2:15 p.m. Any mail received in the Mail Room after 2:15 p.m. will go out the following business day. If you have any questions, please contact Mail Services at 256-824-6116.
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Need to find info regarding frequently purchased items from Bids/Proposals, etc.?

With the new look of the UAHuntsville website, you may be wondering where your favorite links have gone. All of the important information you need is still available but the way you access it may have changed just a bit. Step-by-Step instructions have been provided below to get you to the Business Services website, including the ever-important information on Bids/Proposals.

- From the UAHuntsville Home Page, place your pointer over the **"Faculty & Staff"** tab.
- There you will find departmental links along with **"Additional Offices"**
- By selecting "Additional Offices," you'll be routed to a full list of departments, including **"Business Services"** (or you can use **"Purchasing"** to get to the same place).
- Once on the Business Services web page, a section has been reserved just for **"Faculty and Staff"** that includes pertinent information on frequently purchased items from Bids, Proposals, and much, much more.
- Remember, you can **bookmark** the page for easy retrieval of info later.

Wire Transfers! **Are they tricky or what?**

If you are submitting a Requisition wherein you request a Wire Transfer, here are a few things to keep in mind:

- Wire Transfers are used only when it is deemed financially advantageous to The University. If you have any question(s) about authorization for a Wire Transfer, let us know.
- The "Vendor" is the person or company that will ultimately receive the funds being wired. The bank information must be listed to complete the wire transfer but they are not considered the "Vendor" in this case.
- Finding the Vendor can be tricky but due diligence will reveal the final recipient of the funds and that information must be included in the Requisition (Document Text is acceptable). Supply all the information on the Vendor that is normally provided (i.e., correct name, address, phone number, fax number, etc.).

- A W-9 form from any U.S. Vendor will also need to be provided. If you're not sure if a W-9 form has been submitted by a company that is already in our system, it wouldn't hurt to get one anyway. That would avoid a delay later if one does need to be submitted.

As always, let us know if you have questions or concerns about this. We're happy to help you!

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You've ordered something on a Purchase Order and there's something amiss with the shipment. What should you do??

Have you ever had problems with the shipment of goods purchased through a Purchase Order? Here's some valuable information to help you should something go wrong.

If you are having issues with your shipment(s) when delivered from Central Receiving such as overage, shortage, damages, incorrect items, etc., please contact the Procurement Officer that processed your Purchase Order. The Procurement Office will contact the Vendor and get the call tag, if needed, and resolve any issues with this Vendor. This is done for your benefit so please do not try to resolve these types of issues on your own. This could result in additional problems to be resolved. Your Procurement Officers are here to help you and have streamlined the process of resolution in these types of situations. Also, do not allow a time lapse in notifying us of the problem. Time is of the essence and the best solutions occur with timely attention to the matter. When you contact the Procurement Officer via email or phone, be sure to indicate all information that will be needed to contact the Vendor. Please be very specific when identifying your problem. Be sure to note the Purchase Order number. Supply pictures of any damages if possible. All this will assist the Procurement Officer in obtaining the best resolution for your department and The University.

Copy Center

Are you sure you know what the *UAHuntsville Copy Center* can do for you?

You may be surprised to find out what the *UAHuntsville Copy Center* is capable of these days!

You may have already grown accustomed to the "usual" services provided by the *UAHuntsville Copy Center* such as copies, binding services, laminating, cards, posters, etc. Here are some additional services offered that may surprise you:

- Vinyl Banners for inside or outside use complete with mounting grommets
- Oversized Color Printing up to 4' × 8'
- Add your address directly onto your postcards, newsletters, etc.
- Personal jobs are accepted from anyone!

You can always trust that the *UAHuntsville Copy Center* will offer excellent quality products and services at the best possible value!

Telecommunications

Telecommunications – Voice Mail

One of the most frequently requested items for the voice mail system is the auto logon feature. With this feature (for which there is no additional charge), when you want to access your voice mailbox from your primary digital phone set, all you do is obtain dial tone, press the message button, and you'll be automatically logged in. Otherwise, without auto logon, you must enter your phone number and password.

If you need to access your voice mail from off-campus, the number is 256-824-2000. After you connect, enter your mailbox number (your extension) followed by the # symbol. Then enter your password followed by the # symbol and you're in voice mail. (On the UAHuntsville system, pressing # on your phone is like pressing enter on a computer keyboard.)

Ever want to send someone a voice mail instead of talking to them? You can with our system. It's called Express Messaging. Pick up the handset from any phone on campus, dial 2001, and enter a mailbox number followed by # symbol. Leave your message and hang up. The system will forward the message to the mailbox user immediately.

One more feature before we go, and that's voice mail rings. By default, all campus telephones that have voice mail have four rings to pick up the phone before going into voice mail. If you need to extend the number of rings to either five or six, send us an email and we will be glad to upgrade it for you.

All the features discussed here are available for any of the M3900 series phones. To add (or delete) any of these features to your phone, send Mary Jane an email at blackwem@uah.edu. Include the extension number that requires these features in your email. No additional monthly cost will be charged for conferencing, auto-dial, or forwarding. Long distance charges may apply if you do not use ATTNET for conferencing, auto-dial, or forwarding.

Basic Voice Mail Instructions

To Access Voice Mail	**On campus: Dial 2000.** **Off campus: Dial 256-824-2000.**
Mailbox Number	**Same as your extension:** For example, if your phone number is 256-824-7551, then your mailbox number is 7551.
To Change Password	**Press 8* and follow prompts.**
Message Indicator	**A broken dial tone (on single line phones) or a flashing LED on digital phones.**
To Play Messages	**Press 2.**
To Repeat Messages	**Press 2 again.**
To Delete a Message	**Press 76.** To help preserve system integrity and storage capability, delete your messages immediately after listening to them.
To Log off the System	**Press 83.** Do not just hang up. (However, if you are unable to use 83, then it will be necessary to just hang up the receiver.)
To Record Greetings	**Press 8*. After the prompt, press 2.** **Press 1 for external greeting or 2 for internal greeting.** **Press 5 to start recording your message.** **Press # to end the recording.** A suggested greeting is: "Hello, this is John Smith. I'm either away from my desk or on the phone right now. At the tone, please leave a message." If you are on the phone and receive another call, the call will "hunt" to your voice mail. (You do not have call waiting.)
Read Message Retention	**Set to 5 days.** After you have listened to a message, if you do not delete it yourself, after 5 days the system will delete it for you.

Note: If you delete a message and log off the voice mail system, the message cannot be "regenerated."

Problems? Need a Work Order for Telecommunications? Here's the link to the form:

http://www.uah.edu/admin/bussvcs/Forms/Work%20Request%20Form-data%20entry.pdf